

# **Interagency Fire Program Management Qualifications Standards and Guide**

## **Implementation Plan Status Report September 7, 2004**

The Implementation Team and Workgroups met in Boise on September 1-3, 2004 and began to finalize some of the guidance for the implementation plan.

### **Staffing Workgroup**

- Draft guides for the HR and Fire community on interpretation of the IFPM Standard for education and experience have been developed. A process has also been drafted that will assist local HR and Fire Management offices in the auditing of incumbents affected by the IFPM.
- The HR Staffing Task Group is developing minimum requirements for vacancy announcements, incumbent agreements, employee agreements and letters of selection. Additional group members were added and the work of drafting these documents has begun.
- A Position Crosswalk task group was established and started a crosswalk between positions titles included in the IFPM Standard and standard position descriptions.
- Final employee informational document was written and submitted for dissemination. This document will be incorporated into a bulletin that the Communication Work Group will develop and send out.
- Started the consolidation of Staffing documents in preparation of an HR handbook and incorporation into the implementation plan.

### **Training Workgroup**

- Continued to update the list of educational programs and courses that meet the intent of the 401 supplemental standards.
- Drafted training plans for the 14 key positions.
- Drafted IDP's for each of the 14 key positions based on education, training, professional experience and competencies.
- Started an assessment of the training needs for the 14 key positions to ensure there are adequate course offerings to meet the demand.

### **Complexity Analysis Workgroup**

- The “rules of thumb” for applying the complexity analysis were finalized and awaiting review.
- Agency specific guidance is being finalized for applying the complexity analysis to ensure uniformity.

### **Communications Workgroup**

- A draft communications plan was submitted for review by the Implementation Team. Additional key points were identified and added to the plan.
- A one page briefing paper is being drafted for transmittal to the field.

The IFPM Qualifications Standard and Guide Implementation Plan will be completed by September 30, 2004.